

Certificate of Completion of Remedy Checklist

COCR Request Letter

- If you are the property owner, party to the settlement agreement, or party responding to an order (hereafter termed interested parties), and all remedial actions have been completed as prescribed in the Site's Final Plan of Remedial Action, submit a letter to DNREC via registered mail requesting a Certificate of Completion of Remedy (COCR) in accordance with 7 Del. C. Subchapter I, Section 9108, Delaware Hazardous Substance Cleanup Act and Section 11.1 of the *Delaware Regulations Governing Hazardous Substance Cleanup*.
- If you have any known time constraints associated with obtaining your COCR, (i.e. real estate closings, settlements, occupancy permits, banking transactions, etc.), inform the DNREC-SIRB Project Manager as soon as possible to assist in the timely completion of all related activities and deadlines.

Remedial Action Completion

- Schedule and conduct an inspection of the site with the DNREC-SIRB project manager(s), interested parties, their agent(s), consultant(s), or other agency with a jurisdictional interest to demonstrate and verify that all required remedial actions outlined in the site's Final Plan of Remedial Action and/or approved HSCA agreement have been completed. If items have not been completed, you must develop and submit to the Department a punch list of uncompleted items, and a final inspection will be performed upon completion of the punch list.
- Submit a written Completion Report/Project Closeout Report, sealed by a Registered Professional Engineer or other qualified professional, and signed by a duly authorized representative of each of the interested parties certifying that the Remedial Action has been completed in full satisfaction of the Final Plan of Remedial Action and/or other approved HSCA agreement.
- If applicable, ensure that the completion report contains as-built drawings signed and stamped by a Delaware Registered Professional Engineer. If you are unsure whether you need the as-built drawings included with your COCR package, or if the drawings need to be completed after the COCR is issued, inquire with the DNREC-SIRB project officer.

Operations and Maintenance

- If necessary, submit an Operations and Maintenance Plan (O&M Plan) for monitoring at the site for DNREC approval. The O&M Plan should ensure that the effectiveness of remedial actions at the site continue to protect human health and the environment as outlined in the Final Plan of Remedial Action and/or other approved HSCA agreement. The O&M Plan must be approved by DNREC prior to issuance of the COCR.

Institutional Controls

- Submit proposed or blackline environmental covenants, or UECA covenant language to the Department for review and approval. The UECA covenant template is available on the DNREC-SIRB website.
- Ensure that any other institutional controls (i.e. Groundwater Management Zone) prescribed in the Final Plan of Remedial Action and/or other approved HSCA agreement have been addressed and completed.
- In accordance with 7 Del. C. Subchapter I, Section 9115(b), Delaware Hazardous Substance Cleanup Act, the COCR **AND** environmental covenants must be filed by the interested party(s) with the "records of real property kept by the recorder of deeds of the county in which the facility is located and shall identify the facility, the owner of the facility, and the date of issuance of the COCR." A recorder's time stamped receipt must be submitted to the Department upon completion.

Payments to DNREC

- Ensure that all oversight bills submitted by the State have been paid in full. For the purposes of the final bill, DNREC will estimate the amount of time they will spend on COCR preparation related issues, and inform the interested parties in writing. The interested parties will submit a deposit to DNREC in the estimated amount. If the estimated amount is insufficient, DNREC will request an additional deposit. The COCR will be issued when all related costs have been paid.